



Eassie and Nevay Hall : Conditions of Let

Appendix 5: Kitchen Conditions of Let

The kitchen can be hired for use by private parties for their own use by persons over the age of 16 or by a caterer employed by themselves. Event organiser is responsible for their caterer's actions and compliance with ENKCA food policy and ENKCA Conditions of Let.

Responsibilities of hirers:

- From 1st January 2006 there is a legal requirement to document procedures to ensure the food you serve is safe to eat.
- Must ensure that all staff working in the kitchen or serving adhere to the ENKCA Food Policy – see *policy document located on kitchen windowsill*.
- Must ensure that all staff working in the kitchen or serving are over 16 years old

Cleaning

The kitchen and bar area, if used, must be left as found. Cleaning materials are available in the kitchen. Charges for cleaning are available on request.

Recycling Policy

ENKCA adheres to Angus Council's recycling policy and requests all users of the hall to do the same. All empty bottles, cans, paper, cardboard and clean plastic containers should be placed in the grey bin outside the hall. Non-recyclable items should be placed in bin-bags in the purple bin.

The bins must not be over-filled and the lids able to close completely. Any recyclable and non-recyclable items which cannot fit into the bins must be removed from the site at the end of the event or following morning.

Kitchen equipment

The kitchen is equipped with stainless steel serving counters, free-standing stainless steel serving table, stainless steel double sink & drainer, 2 fridges, freezer, dishwasher, 2 water boilers, microwave oven, electric griddle, electric hot cupboard, double electric oven, gas cooker top with 5 gas burners, fan extractor hood, cleaning trolley with requisite cleaning materials

The kitchen and hall is stocked with the items shown on the following inventories (as at March 2016)

ENKCA : Kitchen equipment inventory

Date: March 2016

<i>Item</i>	<i>Number</i>	<i>Item</i>	<i>Number</i>
Crockery (Churchill Buckingham- white)		Crockery (misc)	
Large plates	140	Glass jugs (large)	16
Medium plates	143	Glass jugs (small)	3
Side plates	141	Ass Bowls (clear glass)	19
Bowls	144	Domed cake servers	3
Saucers	142	Plastic tumblers	38
Cups	139	Cake stands	7
Milk jugs	30 (24+6)	Jugs – white	2
Sugar bowls	22	Ramekins (glass)	31
Ramekins (white)	35	Ramekins (small glass)	31 (19+12)
Stemmed glass jam	10	Assorted bowls	16 (11+5)
Cutlery		Kitchen items	
Knives	146	Plastic baskets – white	22
Dessert knives	144	Metal teapot	2
Forks	143	Soup pot \ smaller pots	2 \ 2
Dessert forks	141	Insulated coffee jug – black	4
Soup spoons	137	Insulated water jug – white	4
Dessert spoons	147	Insulated teapot – black	4
Tea spoons	135	Colander	1
Kitchen Utensils		Metal bowls	8
Large ladles	4	Electric knife	1
Ladles	6		
Large spoons	4 + 2		
Potato masher	2		
Fish slice	2		
Strainer spoon	1		
Scissors	2		

ENKCA : Hall equipment inventory

Date: March 2016

<i>Item</i>	<i>Number</i>	<i>Item</i>	<i>Number</i>
Chairs		Staging	
Burgundy fabric – stacking	102	1m square staging unit	18
Burgundy fabric – with arms	4	1 m square riser – 600mm tall	18
Burgundy vinyl – stacking	28	1m x 0.5m riser – 400 mm tall	2
		1m x 0.5m riser – 200 mm tall	2
Chair trolleys	15	Staging trolley	2
Tables		Stage guard – 2m	2
Gopak Durham Oak- 700mm x 1800mm	20	Stage guard – 1m	2
Gopak Durham Oak- 700mm x 900mm	12	Stage guard – for steps	2
Café table– 700mm x 700mm	11	Stage Skirt	2
Table trolley	2	Allen keys (for assembly)	2
Electrical Equipment			
Projector	1	Electric piano (in attic)	1
PA mixer desk	1	Radiant heater	3
Microphone receivers	2	Convection heater	1
Radio microphones	2	Fan heater	1
Fender amp	1	Hoover	2
CD player	1	Wall display screen	1
Kettle	1	Electric griddle	1
Microwave	1	Electric hot plate (2 ring)	1
Electric knife	1		
Miscellaneous Items			
Table tennis table	2	Carpet bowls mat	1
Display Screen (3 section free standing)	2	Storage trolley	1
Telephone	1 + 1 ext		